

WASTEWATER MANAGER

Class Definition

Under general direction, plans, organizes and directs the City's Wastewater Management Division in the Department of Public Utilities.

Distinguishing Characteristics

Wastewater Manager is the division head level class of the Wastewater Management Division. The incumbent plans, organizes, and directs, through subordinate chiefs, the administrative and operational activities of the Wastewater Management Division. This class is distinguished from Assistant Public Utilities Director in that incumbents of the latter have overall responsibility for several Public Utilities Divisions. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, assigns, and directs the activities of the Wastewater Management Division and monitors and supervises the preparation of required reports and recommendations.

Consults with technical authorities concerning the overall operation and improvement of wastewater programs within the jurisdiction; consults with users to resolve billing, industrial discharge, and other unusual or difficult problems.

Coordinates wastewater programs with other official and agencies, and administers agreements with these official and agencies for wastewater facility usage.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; and recommends disciplinary actions.

Interprets and implements federal and state wastewater quality control programs and requirements, including industrial pretreatment.

Assures compliance with discharge permit issued to the City by the State Water Resources Control Board.

Develops plans, programs, and methods to accomplish the overall objectives of the Wastewater Management Division, including but not limited to, improving the urban environment and ecological balance and maximizing safeguards to public health and safety.

Prepares, justifies, and controls the operating and capital budgets related to the Wastewater Management Division.

Oversees the related water reclamation, sludge management, and methane gas operations.

Oversees the preparation of technical studies, reports, surveys, and economic appraisals.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles, methods, and techniques of operation design, construction and maintenance of wastewater treatment and disposal system.

Knowledge of federal, state, and local water quality control and health and safety laws and regulations.

Knowledge of design principles involved in obtaining services under contract through other agencies for systems design, construction, and operation.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of safety practices and programs.

Knowledge of primary, bio-filtration, activated sludge, industrial waste pretreatment, and/or tertiary treatment systems.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to exercise independent judgment within general policy guidelines.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Civil or Sanitary Engineering, Biology, Chemistry, or related field and four years of increasingly responsible supervisory experience in the operations, and/or maintenance of a wastewater or water treatment facility. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

A State of California Water Resources Control Board Grade V Wastewater Treatment Plant Operator's Certificate is desirable.

Necessary Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____